



2013 Wisconsin Clean Sweep: Final Report Guidelines

Wisconsin Department of Agriculture, Trade and Consumer Protection

Unwanted Prescription Drug Collection Grants

Key Points

- Grant coordinators of unwanted prescription drug collections must submit a final report to the Department of Agriculture, Trade, and Consumer Protection (DATCP) **within 60 days of project completion. *We cannot process your grant payment until we receive and approve your Final Report.***
- Incomplete reports will cause a delay in evaluation and reimbursement and coordinators may be asked to amend or modify report sections if necessary.
- You may mail, email or fax your final report to:
Jane Larson, DATCP
Wisconsin Clean Sweep Program
PO Box 8911
Madison WI 53708-8911
Email: DATCPCSWP@wisconsin.gov
Fax: 608-224-4656

Recommended Process

Before beginning your *Final Report*, gather all invoices and financial documents, then review and complete all worksheets required.

Your final report will include three main items – a written evaluation of the project, a summary of collected unwanted prescription drugs and a list of expenses/project costs including the waste contractor invoice(s).

Written Project Evaluation: use the following as a guide: written final report must follow this outline:

A.) Project Overview: give a brief description of the format of your drug collection (permanent drop box(es), collection events). Include dates and times and locations if collection events were used.

B.) Participation: Summarize information on program participation and describe the following items: number of participants *if available*, (drug drop box participation is often unknown), geographic attendance area (where participants came from if known), turnout, be it poor or good. Any information that helps explain the turnout should be presented here, such as survey data, weather factors, extensive promotional campaign, use of drug drop boxes, etc. If participant surveys were done, the results can provide helpful information.

C.) Public Information Program: **Provide a statement about the public information program used to inform the public and target audiences about your collection event.** If any special or community-wide events were held in association with the unwanted prescription drug collection event, (e.g. mercury thermometer exchange, city-wide clean up day, household hazardous waste collection, Drug Enforcement Agency (DEA) collection), please comment on the impact of these events in terms of attendance. *You may include examples of posters, advertisements or text for radio ads.*

D.) Project Evaluation: **Evaluate the entire project from start to finish commenting on the questions listed below.**

- Did your 2013 collection program meet expectations with regard to state and waste contractor support?
- What worked well and what didn't work at all this collection season?

- Assuming you want to continue offering collection services, what changes will you consider making for the future? Would offering a greater number of collection sites or drop boxes? What promotional changes could make a difference? Would you invite more municipalities to join your collection program and contribute to its operation?
- What administrative, technical, or educational things can DATCP do to better serve your needs in the future?

E.) Waste Summary: Include the completed Waste Summary Sheet (ARM-ACM-445) Summarize key information on the amount and types of unwanted prescription drugs collected. Based on collection data on the summary sheet, describe whether your event met collection goals. If collection amounts were above or below expectations, what factors might have accounted for this finding, (e.g. drug drop boxes versus collection events, expanded collections or territory, reaching out to more rural communities). If you are a multi-municipal/tribal collection, consolidate collection information on the summary sheet. *If the data is available*, provide a breakout by municipality within this written section.

F.) Expenses/Project Costs: Complete all financial worksheets and provide all other support documentation especially the Waste Contractor Invoice(s) the Match and Local Expense Reimbursement Form, and other necessary invoices.

There are two required items to include in this section:

- Unwanted Prescription Drug Grant Match Documentation Expense Reimbursement Form (ARM-ACM-509)
- Waste Contractor Invoice - however, if your municipality used the DEA for drug disposal there will be no contractor invoice. Just note this on the expense form.

If the amount of labor or local expenses are greater than the space provided on ARM-ACM-509, optional worksheets are available to list these costs. You may submit your own spreadsheet or worksheets instead.

- Optional In-kind Labor Worksheet (ARM-ACM-446) available on [website](#).
- Optional Local Expense Worksheet (ARM-ACM-447) available on [website](#).

Questions? Contact Jane Larson at 608-224-4545 or jane.larson@wisconsin.gov.